

EXECUTIVE OPERATIONS COMMITTEE (EOC) MEETING MINUTES

THURSDAY, FEBRUARY 28, 2019 – 5:00PM TO 6:00PM

JUDICIARY SQUARE – CITYWIDE CONFERENCE CENTER

441 4TH STREET, NW; 11TH FLOOR; WASHINGTON, DC 20001

ATTENDEES/ROLL CALL

COMMISSIONERS	PRESENT	ABSENT	COMMISSIONERS	PRESENT	ABSENT
Clay, Cyndee	<i>Sabbatical</i>				
Hickson, DeMarc	X				
Holley, Nathaniel	X				
Hutton, Kenya	X				
Massie, Jenné	X				
Morse, Ka'leef	X				
Padmore, Gerald	X				
Zoerkler, Jennifer	X				
ADMINISTRATIVE AGENT REPRESENTATIVES	PRESENT	ABSENT	RECIPIENT	PRESENT	ABSENT
Agar, Tim		X			
Avellanet, Felix	X		Barnes, Clover		X
Barmer, David	X				
Hayes-Cozier, Ravinia	X				
Moore, Tarsha	X				
Simmons, Michelle		X			
HAHSTA STAFF	PRESENT	ABSENT	COMMISSION STAFF	PRESENT	ABSENT
			Bailey, Patrice	X	
			Clark, Lamont	X	

HIGHLIGHTS

AGENDA	
Item	Discussion
Call to Order	Ka'leef M. called the meeting to order at 5:15 pm, followed by a moment of silence and introductions.
Review and Adoption of the Agenda	Jenné M. motioned to approve the February 28, 2019 Agenda for the Executive Operations Committee. Gerald P. seconded the motion. The agenda was approved.
Review and Approval of the Minutes	Jenné motioned to approve the January 24, 2019 meeting minutes with the following corrections: Under the CEEC Updates, change affinity table to affinity session. Gerald seconded the motion. The minutes were approved with corrections.
Ryan White HIV/AIDS Program (RWHAP) Updates/Concerns	<p><u>Suburban Maryland</u> report presented by Tarsha Moore Tarsha M. indicated that Suburban Maryland had good participation from providers at the final grantee meeting on February 21, 2019.</p> <p>DeMarc Hickson asked if there were any general issues/concerns that providers may have expressed about the transition process of Administrative Agents to the Health Departments. Felix A. indicated that in Virginia, there were questions regarding next steps (i.e. when will the contracts come out, what will the budget look like, what will be the reporting procedure, who do they contact for technical assistance, etc.)</p> <p><u>Northern Virginia</u> Felix A. did not have any updates to present for Northern Virginia.</p> <p><u>Washington, DC and West Virginia</u> Representative was absent. No updates reported.</p> <p><u>Recipient</u> Representative was absent. No updates reported</p>
Commission Administrative Business	<p><i>Review and approval of the COHAH Agenda for February 28, 2019</i> Jenné indicated that in Section #8 "Committee Administrative Business" the time should be changed from 7:20 to 7:40. Nathaniel Holley motioned to accept the February 28, 2019 COHAH Agenda with changes. DeMarc H. seconded. Jennifer Zoerkler suggested that somewhere around Section 5 "Ryan White HIV/AIDS Program (RWHAP) Updates" that time is taken to acknowledge and thank the Administrative Agents for all of their hard work.</p> <p>Ka'leef reported on the planning process exercise that was given at the COHAH Retreat. He indicated that the results of the exercise was documented in the hand out included in the EOC packet. He charged EOC to move forward with putting the information contained in the document into a work plan. Jenné suggested that the committee take the handout with them for review and spend some time at the next</p>

	<p>meeting discussing it. Jennifer Z. suggested that the categories in the handout be split amongst the committee for making recommendations.</p> <p>Gerald asked to set a deadline. Jenné suggested the deadline be in three weeks. Nathaniel H. suggested on voting on recommendations using Doodle Poll or Basecamp.</p>
Standing Committee Updates/Concerns	<p><i>Research and Evaluation Committee (REC)</i> DeMarc H. indicated that the surveys for the Assessment of the Efficiency of the Administrative Mechanism (AEAM) have been finalized. The REC will now begin the Consumer Survey. The REC is accepting nominations for the Vice Chair of the Research and Evaluation Committee.</p> <p><i>Integrated Strategies Committee (ISC)</i> Ka'leef indicated that the ISC talked about the Early Intervention Services proposal and The Ending HIV Epidemic Plan. Ka'leef is looking forward to the National Prevention Conference to find out more. There will be a webinar about it on March 13th. He will send the information by Monday.</p> <p><i>Community Education and Engagement Committee (CEEC)</i> Jenné will announce the logistics for AIDS Watch at the General Body Meeting.</p> <p><i>Comprehensive Planning Committee (CPC)</i> Gerald indicated that the CPC will begin discussions about the potential changes in the PSRA process considering the change in structure. They are also looking at how they are going to be reporting.</p> <p>Gerald indicated that Mackenzie Copley is the new Vice Chair of the CPC Committee.</p>
Old Business	None
New Business	None
Announcements and Adjournment	<p>Ka'leef indicated that another program and staff person will be joining his team. In addition to being the Government Co-Chair for the Commission, he will also be the Manager of Community Partnerships, which will include the Washington DC Regional Commission on Health and HIV (COHAH) and the Places of Worship Advisory Board (POWAB). The new staff member will be introduced at the General Body Meeting.</p> <p>When the Prevention and CARE Divisions merge, it will become the Integrated HIV Services Division.</p>

HANDOUTS

- Executive Operations Committee Agenda for February 28, 2019.
- Executive Operations Committee Minutes for January 24, 2019.
- Suburban Maryland Ryan White Part A Fiscal Narrative Report (Part A and Part A MAI Funding) Year 28 – Reporting Period: December 1 through December 30, 2018
- Northern Virginia Regional Commission Fiscal Narrative Report (Part A and Part A MAI Funding) Year 28 – Reporting Period December 1 through December 30, 2018
- Washington DC and West Virginia Fiscal Narrative Report (Part A and Part A MAI Funding) Year 28 – Reporting Period: December 2018
- Recipient Report Monthly Recipient Report
- Planning Commission (COHAH) General Body Meeting Agenda, Thursday, February 28, 2019

MEETING ADJOURNED	5:59PM
NEXT MEETING	March 28, 2019 5PM-6PM Judiciary Square – Citywide Conference Center 441 Fourth St. NW; 11th Floor Washington, DC 20001

I, as Planning Commission Government Co-Chair, hereby certify the accuracy of the above minutes:

Signature of: _____ **Date:** _____
Executive Operations Committee

Date the Minutes were approved by the Planning Commission: